



Job Title: Rehearsal Director	
Reports to: Artistic Director	
Program/Department: Artistic	
FLSA Status: Exempt	Schedule: Full Time
Approved by: RJN	Date Approved: 3/10/22

SUMMARY

The **Rehearsal Director** is responsible for assisting the Artistic Director and Artistic Team in the implementation of the Artistic Vision of the Company and in the preparation for and mounting of all performances and related events. Reporting to the Artistic Director, the Rehearsal Director is also responsible for the training and development of all dancers while maintaining a high level of artistic integrity, safety and appropriate working environment.

DUTIES AND RESPONSIBILITIES

- Assist Artistic Director, choreographers and producers in the staging of new work, record and document changes in choreography as required
- Rehearse and maintain standards of existing repertoire, maximizing dancers' technical and artistic capability, and in the absence of the original choreographer or producer, be fully conversant with the choreographer's artistic intentions – including preparation and learning of these works using videos and/or notation
- Ensure the Standards of Conduct is implemented and respected in rehearsals by choreographers, répétiteurs, guest teachers and dancers
- Confer with the Artistic Director, and other Artistic Staff to oversee all scheduling
- Support the maintenance of dancers' technique by providing classes and warm-ups at an outstanding level, deliver individual and remedial coaching as necessary to all ranks of artists, soloists and principals as appropriate.
- Commit to maintaining effective team-work within the studio, exemplifying genuine collaboration
- Assist Artistic Director to oversee all audition organization and management including traveling outside of the state to attend Company and Summer Intensive Auditions
- In conjunction with the Artistic Director, fellow Rehearsal Directors, guest choreographers, répétiteurs, and ballet staff, monitor stage rehearsals to ensure that all choreography is accurately reproduced
- Attend and monitor all performances to ensure that artistic and professional excellence is maintained.
- Act as a mentor to all dancers in the Company and provide feedback and coaching in an effort to improve the level of their performance
- Effectively communicate the rehearsal requirements to dancers and lead rehearsals
- Assist with the effective management of the Company so that a high level of professional excellence and morale is maintained
- Work closely with the Artistic Operations Manager and the Costume Manager to ensure dancers are prepared for performances
- Participate in the provision of a safe working environment, adhering to the Company's policies at all times
- Maintain a strong team ethic within the Artistic department and Company
- Other such duties as may reasonably be required by the Artistic Director

EDUCATION AND EXPERIENCE

Three to five years' experience working as a Rehearsal Director or Artistic Leadership

Required: appropriate clearance of background check; possession of a valid driver's license and insurance coverage as required by law.

Personal qualities: Energetic, professional, disciplined, organized and passionate. An ideal candidate would possess strong time management skills, an ability to multi-task, have a positive, forward-thinking attitude and a keen eye for detail.

WORK ENVIRONMENT

Travel as required; may occasionally travel to sites that are not wheelchair accessible.

Mental: Clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines.

Physical: High degree of physical activity performing somewhat strenuous daily activities of a primarily coaching nature. While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feet. May require walking primarily on a level surface for long periods throughout the day. The employee frequently is required to reach with hands and arms and talk and hear. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent to perform the responsibilities and functions of the job efficiently. Must be able to speak and communicate clearly.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The above noted job description is not intended to describe, in detail, the variety of tasks that may be assigned but rather to give the incumbent a general sense of the responsibilities and expectations of his/her/their position. As the nature of business demands change, so, too, may the essential functions of this position.

EEO STATEMENT

Oklahoma City Ballet is committed to the principle of equal employment opportunity for all. All employment decisions are based on business needs, job requirements and individual qualification.

Oklahoma City Ballet, in compliance with all applicable federal, state, and local laws and regulations, does not believe in nor discriminate on the basis of: race; color; national, social or ethnic origin; age; religion or belief; gender; sexual orientation; gender identity; marital, civil union, domestic partner or family status; disability; genetic information; Veteran status; or any other characteristic protected by state, federal, or local law in any of its policies, practices, or procedures.

We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free workplace.